

Sona Ward of Farmers

Scholarship Portal

User Manual



SWF
Create your Account

Enter 13 digit CNIC or B-Form # without dashes.

Israr Ahmed Abbasi

56565-5651651-5

israr@gmail.com

Password Confirm Password

Sign Up

[Already have an account? Login!](#)



Sign Up

Confirm Password

israr@gmail.com

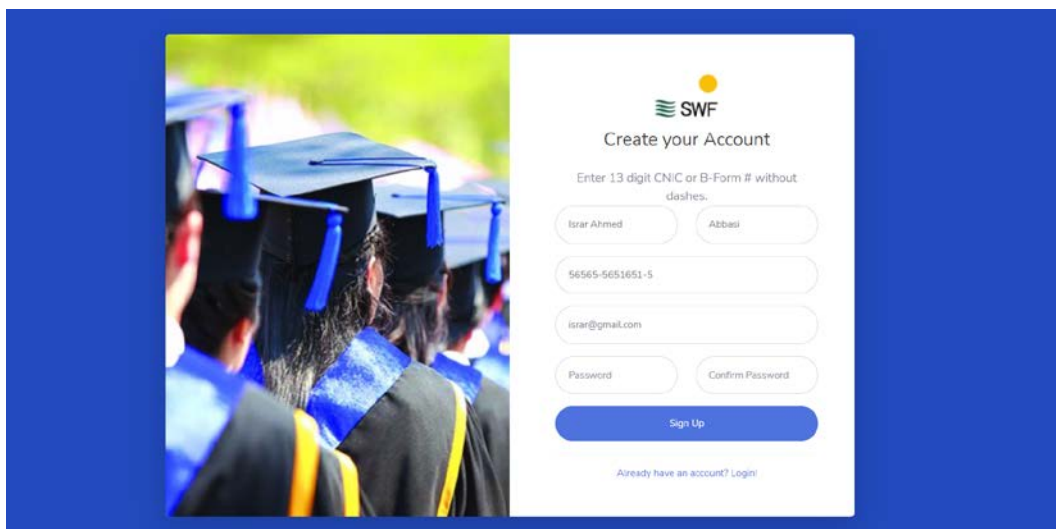
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Sona Wards of Farmers Merit Scholarship Eligibility Criteria

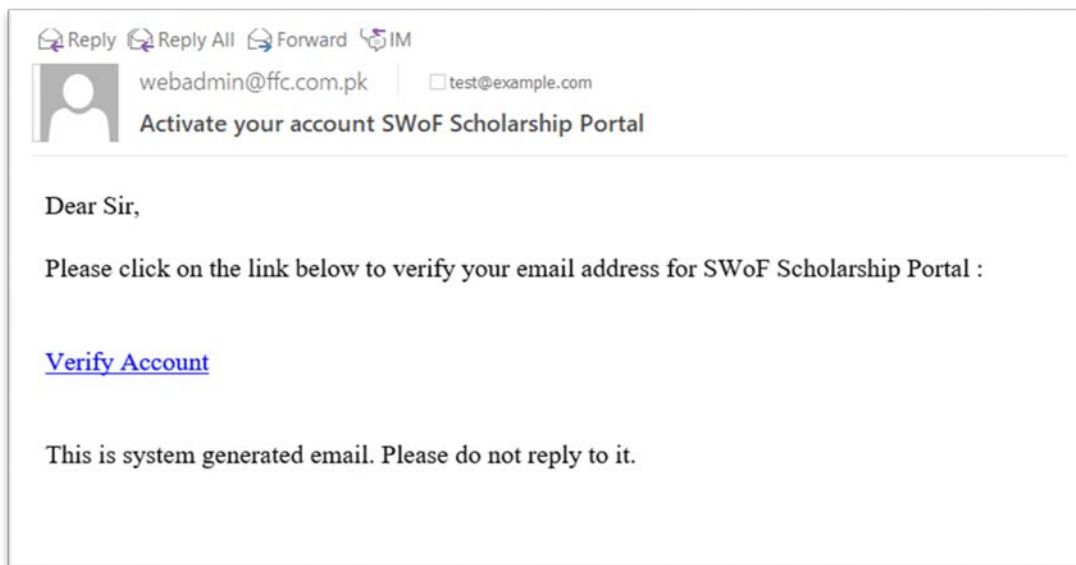
1. Students who are sons / daughters of farmers are eligible (Affidavit required / attested from FFC Marketing officers.)
2. Students who have secured admission on merit; and have fulfilled admission criteria of the respective university in which he/she intends to study
3. Students who are enrolled in first academic year for Govt./ Public institutions studying in 1st or 2nd semester are eligible to apply
4. Minimum academic score in previous examination must be 85% for students from Punjab, Sindh, KPK, AJK and ICT and 75% for students from Baluchistan, GB and FATA areas.
5. Age limit will be followed as per university regulations i.e. maximum age under which an applicant is allowed to take admission for offered Intermediate / Undergraduate programs
6. Students already availing any other scholarship or grant are ineligible
7. Students having admission in BDS, MBBS & DPT or 5 Years Degree are ineligible

Create a new User Account

1. To access the portal, open the URL in any latest browser: <https://swof.sonafoundation.org.pk>
2. Click on “Create an Account” on main page. Register an account with your CNIC without dashes. Enter your name, email and password. Password must contain Alpha numeric characters along with special character.



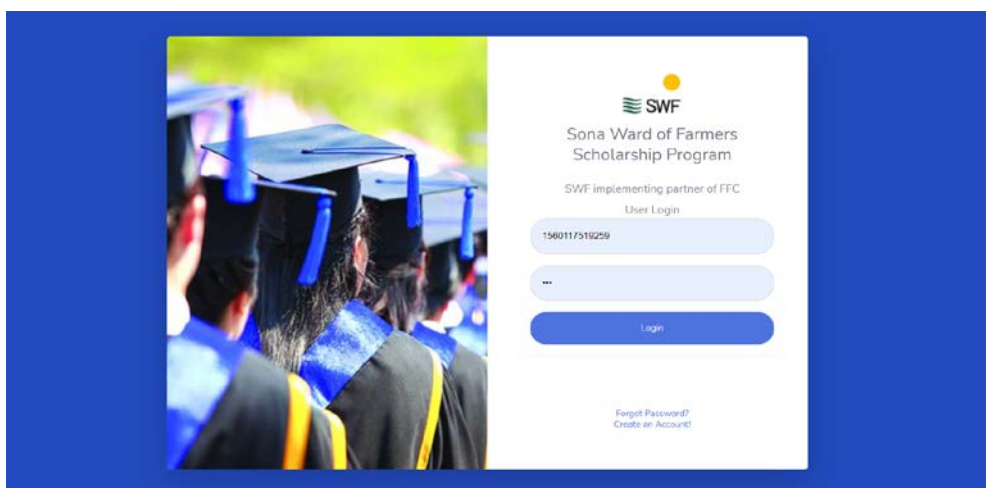
3. Click on Signup button will send verification email on the address you provided.



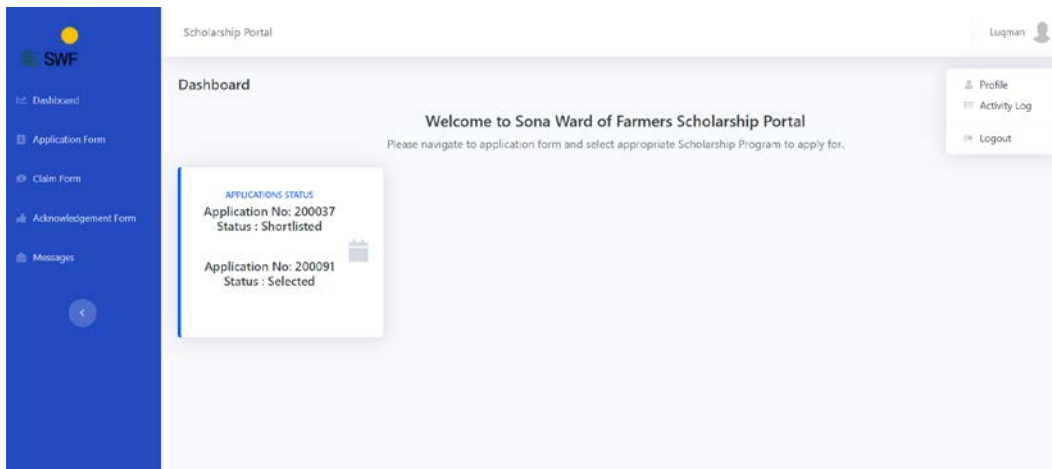
4. Click on “Verify Account” button in email to activate your account.
5. If you don't get a verification email on your provided email address, please do the following in the exact order.
 - a. Please make sure you are connected to the internet.
 - b. Please wait for 5-7 minutes.
 - c. If, after following all the above mentioned steps, you are still not getting the verification message, please contact our team on the helpline numbers mentioned.

Login to Portal

1. Login your account with your credentials. i.e. CNIC number without dashes and valid password.



2. Once you login successfully, you are redirected to dashboard page that shows you list of applications submitted and their status.



Forgot Password

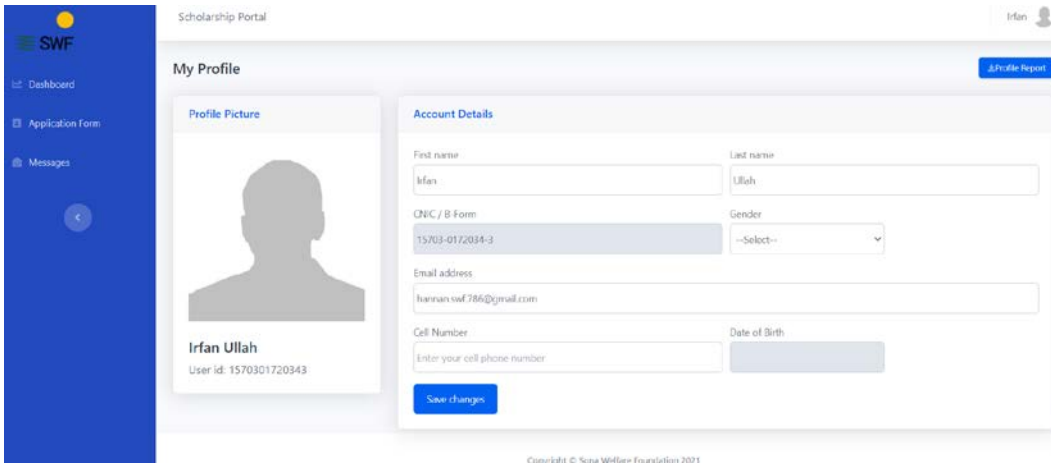
1. If you lost your password click on forgot password and enter your CNIC number. Email will be sent to you with instructions to reset your password.



2. If you have forgotten the password or don't have access to your primary email on which the verification email is being sent contact our support team.

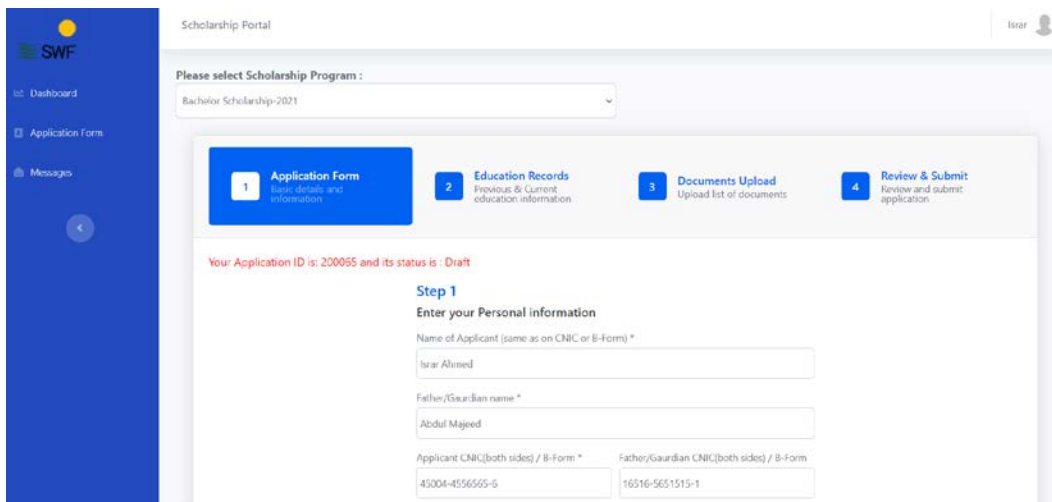
Update Profile

1. Once you login in the application, you see dashboard showing all applications submitted and their status. On top right corner, click on head icon, select profile. Here you can enter your personal details, contact details and upload your photo.



SCHOLARSHIP APPLICATION FORM

1. Open the application form from the menu on left. You must select Scholarship program from the drop down on top of the page, you are applying for. i.e. Bachelor or Intermediate.



STEP 1: Application Form

2. Next you need to fill in Applicant details like name, father / guardian name, own CNIC and father CNIC without dashes.

Father/Guardian Occupation
Farmer

Cell number *
e.g. 03003154654

Land line number
e.g. 0518475225

Email address *
Enter your email address

Postal Address

Permanent Address

Domicile District *
-- Select --

Domicile Province *
--Select--

Monthly Income Rs.
e.g. 35000

Land Holding (acre) *
e.g. 5

Land Type
-- Select --

Land Address

Land City

3. Scroll down and fill occupation of father / guardian, own cell number, land line number, email address, Postal and Permanent addresses.
4. Select your Domicile District and Province from the list provided.
5. Now enter monthly household income, land holding in acre, 0 if none, and land type.
6. Also add land address and city.

Scholarship Holder Scholarship Details

-- Select --

Previous Save Next

7. At the bottom of first step, Select if you already hold any other scholarship currently and provide details.
8. Click on save button. This shall give you an application number and save in draft mode.
9. You can continue anytime later once draft is saved, by selecting the Scholarship program.

STEP 2: Education Records

1. In application form, Education records section can be opened by clicking on number 2 tab or by just pressing next button in Step1.

Bachelor Scholarship 2021

1 Application Form
Basic details and information

2 Education Records
Previous & Current education information

3 Documents Upload
Upload list of documents

4 Review & Submit
Review and submit application

Your Application ID is: 200065 and its status is : Draft

Step 2
Enter your Current & previous Academic information

University / Board *
University of Balochistan, Quetta

Department / College Name *
Dept. of comp science

Department Address *
Computer Science dept, Quetta University

Dept. Telephone Number
0300356265

Admitted in Program *
B.Sc

Course *
Computer Science

- Carefully select University / Board of your current admission and provide department name and address in following fields. Also give department tel. number.
This shall be used to verify admission, dispatch and letters / cheque in case if student is selected.
- Select the program and course of admission. Agriculture programs have few special seats so they must carefully select their course from the list.

Total Program Fee
50,000

Registration /Roll Number
e.g. 20-CS-18

Total Duration (Semesters) *
2

Duration type *
Year

Current Duration *
1

HoD (Principal / Registrar) Name *
Muhammad Din

HoD Email *
hod@example.com

HoD Contact No *
e.g. 0422356587

CNIC of HoD
5330232370957

Previous Academic Record

Sr#	Program	Year	Total Marks	Marks Obtained	Institute
1	SSC	2015	1050	717	Board of Int-
2	HSSC	2017	1100	963	Board of Int-
3	Bachelor				-- Select --

- Next input Program total fee for 4 or 8 semesters duration.
- If you have got Roll number enter it else leave blank.
- In Duration, enter total semesters e.g. for Bachelor it is 8 and for intermediate its 4.
- Select Duration type as semester/year and provide current semester/year in current duration box.

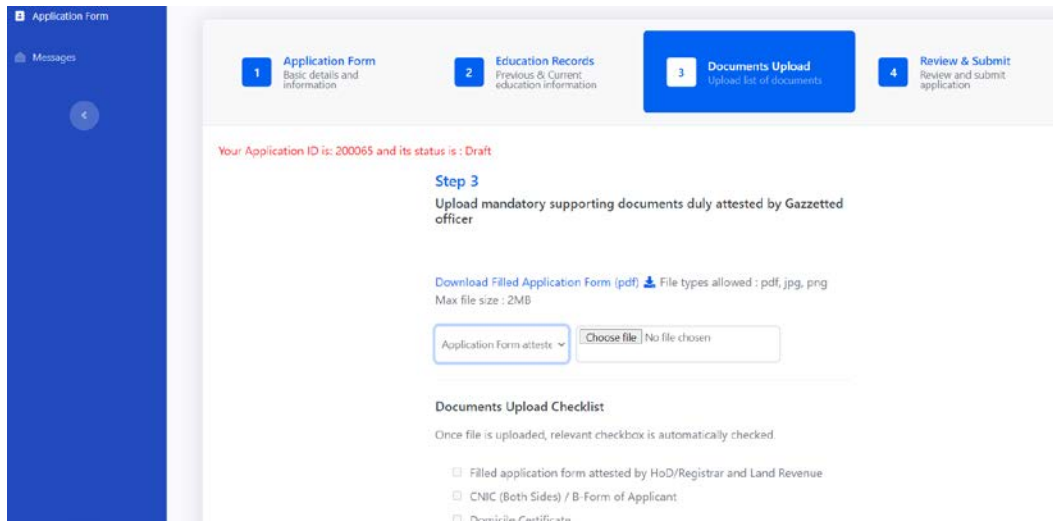
8. Students who are studying in 1st or 2nd semester (1st years) are only eligible to apply.
9. Input HoD i.e. Head of Department Details.
10. Input SSC and HSSC total marks, obtained marks and Institute / Board.
11. Click on Save and move to STEP3.

STEP3: Attachments

1. In this section Applicants needs to upload following attested documents as supporting evidence. Attestation must be done by gazette officer.
2. Once all documents are uploaded, **Dispatch attested photo copies** of all documents on the address given below:

Sona Welfare Foundation Desk,
Sona Tower, 156, The Mall, Rawalpindi, Pakistan
Telephone: 051-8452916,051-8452917.

3. Upload your documents in pdf format preferably less than 2MB file for each document.



The screenshot shows a mobile application interface for an application form. At the top, there is a progress bar with four steps: 1. Application Form (Basic details and information), 2. Education Records (Previous & Current education information), 3. Documents Upload (Upload list of documents), and 4. Review & Submit (Review and submit application). Step 3 is currently active and highlighted in blue. Below the progress bar, the user's application ID is 200065 and its status is Draft. The main heading for Step 3 is "Upload mandatory supporting documents duly attested by Gazetted officer". There is a link to "Download Filled Application Form (pdf)" with a file icon, and a note that file types allowed are pdf, jpg, png, and the maximum file size is 2MB. Below this, there is a dropdown menu for "Application Form atteste" and a "Choose file" button with "No file chosen" text. At the bottom, there is a "Documents Upload Checklist" section with the instruction "Once file is uploaded, relevant checkbox is automatically checked". The checklist includes three items: "Filled application form attested by HoD/Registrar and Land Revenue", "CNIC (Both Sides) / B-Form of Applicant", and "Domicile Certificate", each with an unchecked checkbox.

4. Filled in application form, downloaded from this page through the link shown.
5. Application form must be attested from University / Department HoD and Land revenue in case of land holding.
6. CNIC both sides for self or B-Form of applicant.
7. Domicile certificate

8. Matric marks sheet
9. Intermediate Marks sheet
10. Affidavit from father / guardian stating proof of land holding / farmer occupation (Format in download application)
11. Land documents (Fard)

STEP4: Review & Submit

1. In this step applicant needs to review all the data entered carefully looking for any mistakes.

The screenshot shows the 'Review & Submit' step of the Bachelor Scholarship-2021 application process. The interface includes a blue sidebar with navigation options: Dashboard, Application Form, and Messages. The main content area features a progress bar with four steps: 1. Application Form (Basic details and information), 2. Education Records (Previous & Current education information), 3. Documents Upload (Upload list of documents), and 4. Review & Submit (Review and submit application). Below the progress bar, the user's application ID is 200065 and its status is Draft. The current step, Step 4, instructs the user to read the terms and conditions before submitting the application. The terms and conditions list several conditions for scholarship termination, such as failing in promotional exams, involvement in criminal or political activity, failure to communicate with SWF for more than one year, or availing any other scholarship program simultaneously. A declaration section follows, stating that the user is applying for the Sona Wards of Farmer Scholarship Scheme and has read, understood, and agreed with the terms and conditions. A checkbox labeled 'I agree with terms and conditions mentioned above' is checked. At the bottom of the form, there are 'Previous' and 'Submit' buttons.

2. Verify the uploaded documents
3. Tick the acknowledgement checkbox, this shall enable submit button.
4. Click on submit button.
5. Application once submitted can be viewed again by selecting the program applied for. Albeit all the data input fields will not be editable.
6. Application can apply in a program only once.